



## **MARICOPA COUNTY JUSTICE COURT**

If you want to file a...

# **SMALL CLAIM**

## **(Summons & Complaint)**



## MARICOPA COUNTY JUSTICE COURT




In situations where a civil dispute arises, the justice court offers grounds for a lawsuit within its jurisdictional limit. Jurisdiction means the kinds of cases a court has the authority to hear. The Maricopa County Justice Courts have exclusive jurisdiction over all **small claims** filings within Maricopa County.

In the justice court you may file a **small claims** lawsuit claiming an amount **UP TO AND INCLUDING \$2500.00**. You may also ask for reimbursement of court costs. Court costs include, but are not limited to filing and service fees.

*If you wish to file a lawsuit for an amount **over \$2,500.00, but less than \$10,000.00**, you may file a **civil** lawsuit in the **justice court**. If you wish to sue for **\$10,000.00 or more**, you **must file** your lawsuit in the **Superior Court**.*

Small claims are an easy and expedited method of resolving civil disputes. Attorney representation is not allowed in small claims, unless both parties agree to the use of attorneys. Small claims cases do not have the right of appeal nor are jury trials allowed. A small claims case will be heard by a small claims hearing officer or the Justice of the Peace.

### Please STOP...

	If you are suing for more than \$2500.00.
	If you wish to reserve the right to attorney representation, to a jury trial or to appeal.
	<p>If this case:</p> <ul style="list-style-type: none"><li>• Involves a claim of defamation by libel or slander.</li></ul>



## MARICOPA COUNTY JUSTICE COURT

	<ul style="list-style-type: none"><li>• Is (an eviction). for forcible or unlawful detainer</li><li>• Involves a claim for specific performance.</li><li>• Is part of a class action suit</li><li>• Seeks injunctive relief</li><li>• Is against the State, its political subdivisions or is against its officers or employees, acting in an official capacity</li></ul>
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**Please PROCEED...**

A purple speech bubble with a green checkmark and the text "O.K." in yellow.	If you are suing for less than \$2500.01.
A purple speech bubble with a green checkmark and the text "O.K." in yellow.	If you are filing within the correct venue (either the defendant's residence or where the transaction occurred).
A purple speech bubble with a green checkmark and the text "O.K." in yellow.	If you DO NOT wish to be represented by an attorney.
A purple speech bubble with a green checkmark and the text "O.K." in yellow.	If you DO NOT wish to retain the right to appeal or to a jury trial.

### **FORMS Needed:**

✓	Information for Filing Small Claims handout
✓	Small Claim Summons/Complaint/Answer
✓	Party Contact Information
✓	Evidence of Service Form



# MARICOPA COUNTY JUSTICE COURT

## INSTRUCTIONS

1. Review the Information for Filing and Defending Small Claims Cases pamphlet.
2. Check the venue for your claim on the court precinct map. You are responsible for filing your case in the correct court.
3. Complete the Complaint/Summons/Answer form and the Party Contact Information form.
4. Make 3 copies of the completed Complaint/Summons/Answer form if you are filing against one person or a company. Make 4 copies if you are filing against two persons (such as a married couple).
5. File the forms with the court clerk and pay the \$31.00 filing fee.
6. Serve a copy of the Complaint/Summons on each named defendant.

You may serve the Complaint/Summons by registered or certified mail (restricted delivery), or by any method of service available by Arizona Rules of Civil Procedure, Rule 4, including by process server.

**IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS** A NOTICE OF CHANGE OF ADDRESS form must be filed with the court when a party changes their address.

Visit us at [www.superiorcourt.maricopa.gov/justicecourts](http://www.superiorcourt.maricopa.gov/justicecourts) for additional filing information and online forms.



## Maricopa County Justice Courts

### INFORMATION FOR FILING SMALL CLAIMS CASES IN JUSTICE COURT

**This is your case. You have a responsibility** to yourself and to the court to acquire a sufficient knowledge to complete the forms properly and to follow your lawsuit to conclusion. There are certain steps you must follow to pursue it properly. This information is provided to assist you in general procedure. You may also want to refer to the Arizona Revised Statutes (ARS) and Arizona Rules of Court (ARCP) for additional information. The statutes may be viewed online at

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp> or may be found at your local library.

**CLERK DUTY** The clerks in the Justice Court are not attorneys and cannot give legal advice. The clerks' responsibility is to take your court filing and to provide forms and explain court procedures. It is not the clerks' responsibility to advise you if you have a legal claim. The clerk is not responsible for any error you may make in asserting or defending the claim. The court does not take sides or render an opinion regarding the merits of a claim. **ARS 22-507**

#### COURT FEES

Fees are payable at the time of the filing.

Refer to the Court's posted schedule of fees.

**ARS 22-281, 22-522**

**JURISDICTIONAL LIMIT** The plaintiff may file for any amount not to exceed \$2,500.00. A larger claim may be reduced to \$2,500.00 and any remaining amount waived. A claim may NOT be split by filing two separate actions. The plaintiff may ask for reimbursement of court costs in addition to the \$2,500.00 maximum. Court costs include, but are not limited to filing and service fees. A prevailing defendant may also ask for reimbursement of court costs.

**ARS 22-503A**

#### ⊗ YOU MAY NOT FILE IF:

The case involves a claim of defamation by libel or slander.

The case is for forcible entry, forcible detainer or unlawful detainer.

The case involves a claim for specific performance.

The case is brought or defended on behalf of a class.

The case requests relief by or involves prejudgment remedies.

The case is seeking injunctive relief.

The case involves traffic violations or criminal matters.

The case is against this State, its political subdivisions or is against its officers or employees, acting in an official capacity. **ARS 22-503B**

**VENUE** means the proper geographical area (precinct) in which a lawsuit may be filed. You must file the lawsuit where the defendant resides or does business or where the cause of the lawsuit occurred. **ARS 12-401**

**MOTION FOR CHANGE OF VENUE** A motion for change of venue is one of only two motions allowed in a small claims action.

A motion for change of venue for improper venue must be filed prior to filing the answer, or venue is waived. If a motion is filed alleging that the lawsuit is filed in the wrong precinct and the court orders a change of venue, the case will be transferred to the proper precinct. If you oppose a motion for change of venue you must file an objection in writing within ten days after service of the motion. **ARS 12-404A**

Venue may be proper in more than one precinct, however if, after hearing, the original venue is found to be wrong additional fees may be assessed to the plaintiff. **ARS 12-407**

**TRANSFER TO REGULAR CIVIL DIVISION OF JUSTICE COURT** Either party may transfer a small claims case to the court's civil division up to TEN working days before trial. The party requesting the transfer will be assessed the civil filing fee. **ARS 22-504A**

**ATTORNEYS** An attorney cannot appear or represent either party in the small claims division unless:

- He/she is representing himself or herself.
- Both parties agree to the use of attorneys and file a STIPULATION TO USE OF ATTORNEYS, a form the court can provide. A stipulation to use attorneys must be filed at least 24 hours before the scheduled court date.

However, any party has the right to choose to be represented by counsel and may file a request to transfer the case to the civil division of the Justice Court for that purpose. The case will then be transferred to the civil division and appropriate fees charged to the party requesting the transfer.

After entry of judgment, the prevailing party has a right to employ an attorney to pursue available rights and remedies for the purpose of collecting the judgment award. **ARS 22-512B, C, D, E**

**PARTIES** The statutes governing small claims procedures set forth who may file a small claims action or appear or represent on behalf of such an action. **ARS 22-512A, B**

The plaintiff must be the original owner of a claim and may not sue on an assigned claim. However, after judgment a party may make an assignment of the judgment. **ARS 22-512**

- An individual shall represent himself.
- Either spouse or both may represent a marital community.
- An active general partner or an authorized full-time employee shall represent a partnership.
- A full-time officer or authorized employee shall represent a corporation.
- An active member or an authorized full-time employee shall represent an association.
- Any other organization or entity shall be represented by one of its active members or authorized full-time employees.

*If you are representing a partnership, an association, or any other organization please provide the court with a letter stating your position and authority to represent an action on behalf of the partnership, association or organization.*

*If you are a full time employee representing a corporation please provide the court with a letter stating your position and authority to represent the corporation. The letter must be signed by a corporate officer.*

However, any party has the right to choose to be represented by counsel and may file a request

**PLEADINGS** shall set forth a short and plain statement.

- 1) Upon which the court's jurisdiction depends.
- 2) Upon which the court's venue depends.

- 3) Showing the pleader is entitled to relief.
- 4) A demand for judgment for the relief sought.

**EXAMPLE**

*I am claiming damages against the defendant in the amount of \$2,500.00.* (jurisdiction)

*The defendant resides in the South Phoenix Precinct, (or, The lawsuit occurred in the South Phoenix Precinct).* (venue)

*The defendant owes me money because . . .* (legal entitlement to claim)

*Wherefore, the plaintiff requests that the court enter judgment in his favor in the sum of . . .* (demand)

**METHODS OF SERVICE** In addition to any other available methods of service ARCP, Rule 4, the plaintiff may serve the summons and complaint by registered or certified mail. Service is deemed complete upon the delivery of the mailing to the defendant and signed by the defendant (as evidenced on the return receipt filed with the court).

**Each named defendant must be served a copy of the COMPLAINT / SUMMONS.** To ensure the named party defendant signs the return receipt, restricted delivery should be used.

If the postal service does not enter a date of delivery or the date is not legible, service is deemed complete on the date the return receipt is filed with the court. The plaintiff may file the return receipt (the green card) with the court in person or by first class mail.

If the defendant refuses to accept the mailing, or a person other than the named defendant signs for the registered or certified mailing, then service has **NOT** been properly accomplished.

If the defendant cannot be served by registered or certified mail, personal service by a licensed process server must be used.

If the claim is against a corporation, the statutory agent, or an officer of the corporation must be served on behalf of the corporation named in the complaint. You may obtain the name and address of a statutory agent or corporate officer by calling the Arizona Corporation Commission – 602-542-3135.

**YOU HAVE 120 DAYS TO SERVE THE SUMMONS AND COMPLAINT OR YOUR CASE IS SUBJECT TO DISMISSAL ARCP 4(i)**

**SERVICE AFTER APPEARANCE** A copy of all pleadings filed with the court must be mailed or delivered to the opposing party.

**IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS** A NOTICE OF CHANGE OF ADDRESS form is provided by the court and must be filed with the court when a party changes their address.

**DEFAULT** If the defendant does not file an answer to the complaint within twenty days after service is complete, the plaintiff may apply for any entry of default against the defendant.

If a counterclaim has been filed and the plaintiff fails to file a reply to the counterclaim within the time allowed, the counter-claimant (defendant) may apply for an entry of default against the counter-defendant (plaintiff) on the counterclaim.

The party seeking the default must mail a copy of the APPLICATION FOR ENTRY OF DEFAULT form to the defaulting party. If the party claimed to be in default fails to file an answer or pleading or otherwise defend in the lawsuit within ten (10) judicial days of the filing of the application, the default will take effect and a default judgment will be entered against the party or parties in default.

**DISMISSAL** The plaintiff may dismiss the claim at any time prior to defendant filing an answer or other pleading. Once the defendant has filed an answer both parties must stipulate to a dismissal (agree in writing).

**FILING AN ANSWER** The defendant has twenty calendar days to file an answer to the complaint with the court. The answer should respond to each allegation of the complaint.

The case will then be set for a hearing. Failure to file an answer will result in a default judgment.  
**ARS 22-514**

**FILING A COUNTERCLAIM** A counterclaim is a claim made by the defendant against the plaintiff – a counter lawsuit within a lawsuit.

A counterclaim may be filed at the same time the answer is filed. If the defendant files a counterclaim, the plaintiff has twenty days to file an answer. A default judgment may be entered against the plaintiff for failure to answer the counterclaim. If the defendant files a counterclaim and the amount claimed exceeds \$2,500.00, the court shall transfer the case to the civil division.

If the court determines that the amount of the counterclaim in excess of the small claims jurisdiction was filed for the sole purpose of avoiding the small claims proceedings, the court may award the plaintiff court costs, plus reasonable attorney fees for defending the counterclaim.  
**ARS 22-517**

**MOTIONS** Only two motions are allowed in the small claims division: a Motion for Change of Venue (filed before an Answer) and a Motion to Vacate Judgment (filed after a judgment).  
**ARS 22-505**

**HEARING OFFICERS** Either a Justice of the Peace or an appointed Volunteer Hearing Officer may hear your case. Any party may object to the use of a hearing officer prior to the hearing date. The court can provide you with a form to make this objection. The case will then be referred to and heard by the Justice of the Peace.  
**ARS 22-506**

**SETTING FOR HEARING** The trial will be set for a date within sixty (60) days after the answer has been filed with the court. All parties will be notified by mail of the date and time of the hearing.  
**RS 22-515A**

**REQUEST TO CONTINUE COURT DATE** If for some reason you find that you are unable to appear for trial on the date and time scheduled, you may file a REQUEST FOR CONTINUANCE with the court, showing good cause why you are unable to appear. The Judge will consider the merits of your request and either grant or deny it. Continuances are granted only for the most serious reasons. The request for continuance must be in writing and should be timely filed – at least 10 days prior to the trial date.  
**ARS 22-515C**



**THE HEARING YOU CANNOT HAVE YOUR  
SMALL CLAIMS CASE HEARD BEFORE A  
JURY. ARS 22-518**

Bring to the trial anything necessary or relevant to establish or defend the claim or counterclaim. Examples: books, papers, bills, pictures of damages, or other exhibits. Both parties may also bring witnesses to testify in their behalf to substantiate your position.

You will only be allowed a limited amount of time to present your claim or your defense. Be concise. Be prepared.

If the case is settled before the scheduled trial date, be sure to notify the court. A stipulated DISMISSAL or Judgment form must be filed. Within TEN days after the trial, a copy of the Judgment Order will be mailed to each party.

⊗ **APPEAL You DO NOT have the right to appeal. The decision of the hearing officer or justice of the peace is final AND BINDING ON BOTH PARTIES.**

If you wish to preserve your right to appeal, you may have the case transferred to the civil division of the justice court. You may do this at any time up to ten (10) days before trial.

**ARS 22-519**

**IF YOU ARE AWARDED JUDGMENT** refer to the court's handout COLLECTING A MONEY JUDGMENT.

**MOTION TO VACATE THE JUDGMENT** A motion to vacate a judgment is one of only two motions allowed in a small claims action. A motion to vacate judgment can be filed by either party to vacate a default judgment or a judgment of the court following a hearing. The motion must be served on the other party in the same manner as if serving a summons and complaint.

If you oppose a motion to vacate the judgment you must file a response in writing ten days after service of the motion.

If the motion to vacate judgment is the defendant's first filing the defendant must pay a filing fee. The motion must be served in the same manner as if serving a summons and complaint.

**ARCP 5(c)2**

When you are paid in full you must file a SATISFACTION OF JUDGMENT with the court.

This form is available from the court.

Visit us at

[www.superiorcourt.maricopa.gov/justicecourts](http://www.superiorcourt.maricopa.gov/justicecourts)  
for additional filing information and online forms.



## SMALL CLAIMS CHECKLIST FOR PARTIES

The following checklist may assist you in processing your case. Check off each action as it occurs or has been completed.

✓ PLAINTIFF CHECKLIST	✓ DEFENDANT CHECKLIST
<input type="checkbox"/> Date COMPLAINT filed and filing fee paid _____  <input type="checkbox"/> Date COMPLAINT served _____ Serve the complaint upon each defendant. If the defendant refuses to accept the mailing, or a person other than the named defendant signs for the mailing, then service has not been effected. You may try the mailing again or use a process server to effect proper service.  <input type="checkbox"/> Date return receipt or affidavit of service filed with the court _____  <input type="checkbox"/> Date time to ANSWER expires _____ <b>Service by mail:</b> 20 calendar days from the date the return receipt is signed, or if there is no date, or if the date is illegible, then 20 calendar days from the date the return receipt is filed with the court. <b>Service by process server:</b> 20 calendar days from the date of service.  IF ANSWER IS RECEIVED: <input type="checkbox"/> Date defendant files an ANSWER _____  IF NO ANSWER IS RECEIVED: <input type="checkbox"/> Date AFFIDAVIT OF DEFAULT and APPLICATION FOR ENTRY OF DEFAULT filed with court and copy mailed to defendant _____  <input type="checkbox"/> Date time to REPLY TO COUNTERCLAIM expires _____  If the defendant files a counterclaim YOU must file a reply to the counterclaim within 20 calendar days. If you fail to file a reply, the defendant may obtain a default judgment against you.	<input type="checkbox"/> If you object to the venue (the precinct in which the complaint was filed) you must file a Motion for Change of Venue for Improper Venue before the answer is filed.  <input type="checkbox"/> Date answer filed and filing fee paid _____ Within 20 calendar days of the date you were served / 30 days if served out-of-state  <i>If you fail to file an answer, the plaintiff may obtain a default judgment against you.</i>  <input type="checkbox"/> Date COUNTERCLAIM filed and copy mailed to plaintiff _____ If you intend to file a counterclaim you must do so at the same time the Answer is filed. You must use the proper form and mail a copy to the plaintiff.  <input type="checkbox"/> Date time to REPLY expires _____ <input type="checkbox"/> Date plaintiff files a REPLY _____  IF NO REPLY IS RECEIVED: Date AFFIDAVIT OF DEFAULT and APPLICATION FOR ENTRY OF DEFAULT filed with court and copy mailed to plaintiff _____

### NOTICE TO ALL PARTIES

**Default** If the time to answer passes and the defendant fails to answer the complaint, or if the time to reply to a counterclaim passes and the plaintiff fails to reply to the counterclaim, you may get information and forms from the court for obtaining a default judgment.

**It is required that a VOLUNTARY DISMISSAL be filed if the case is settled out of court.**

**Date of hearing** \_\_\_\_\_ When an answer is filed the court will set a hearing date within 60 days of the filing of the answer and notify both parties of the time and date by mail. Bring all evidence, documents and witnesses you need to present your case or establish your defense.

**Notice of Address Change** All parties are responsible for informing the court of a current address to ensure that the party can receive all notices mailed from the court.

**Collecting the Judgment award** If you are not able to make arrangements with the losing party to collect your judgment, you may seek a Writ of Execution, a Writ of Garnishment, or an Order for Supplemental Proceedings (debtor's examination). You may ask the court clerk for the necessary form. Please refer to your instructions.



## Maricopa County Justice Courts, State of Arizona

REQUESTS FOR REASONABLE ACCOMMODATIONS  
FOR PERSONS WITH DISABILITIES MUST BE MADE TO  
THE COURT AT LEAST 3 JUDICIAL DAYS IN ADVANCE  
OF ANY SCHEDULED HEARING.

CASE NUMBER: \_\_\_\_\_

Plaintiff(s)

Address

Defendant(s)

Address

The Stat Agent/ Corporate Officer to be served is:

### SMALL CLAIMS COMPLAINT / SUMMONS / ANSWER

WARNING: There are no appeals in small claims cases. You do not have the right to appeal the decision of the Hearing Officer or the Justice of the Peace in Small Claims (Division) Court. If you wish to preserve your right to appeal, you may have your case transferred to the Civil Division of the Justice Court pursuant to A.R.S. 22-504, if you request such a transfer at least ten (10) days prior to the day of the scheduled hearing.

### NOTICE AND SUMMONS

TO THE ABOVE-NAMED DEFENDANT(S):

You are directed to answer this complaint within **TWENTY (20) DAYS** by filing a written ANSWER in the court named above. If you do not answer or defend, you run the risk of having a judgment entered against you for the amount of plaintiff's claim, plus court costs. A filing fee must be paid at the time your answer is filed.

Date: \_\_\_\_\_

Clerk

(SEAL)

### PLAINTIFF'S CLAIM

This Justice Court has venue because ☐ The defendant resides in this precinct, ☐ The debt, or cause of action, or incident that resulted in this claim occurred in this precinct. \$ \_\_\_\_\_ is the total amount owed me by the defendant because:

Date: \_\_\_\_\_

Plaintiff

### DEFENDANT'S ANSWER A filing fee must be paid at the time your answer is filed

I am answering on behalf of  
plaintiff because:

☐ Myself

☐ Marital Community

☐ Other: \_\_\_\_\_ I do not owe the

Date: \_\_\_\_\_

Defendant

### NOTICE OF SERVICE

I certify that I will mail a copy of this answer to the plaintiff at the above address.

Date: \_\_\_\_\_

By: \_\_\_\_\_ Defendant

Date of information: \_\_\_\_\_

Information updated:

☐ Plaintiff ☐ Defendant ☐ Other

Source of Information:

☐ Plf filing ☐ Def filing ☐ Affidavit of Service

CASE NUMBER: \_\_\_\_\_

**PARTY MAILING AND CONTACT INFORMATION**

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PLAINTIFF _____	DEFENDANT _____
Street _____	Street _____
City/State/Zip _____	City/State/Zip _____
(Daytime Phone) ( _____ ) _____	(Daytime Phone) ( _____ ) _____

Other parties: _____ Street _____ City, State _____ Zip _____ (Daytime Phone) ( _____ ) _____	Other parties: _____ Street _____ City, State _____ Zip _____ (Daytime Phone) ( _____ ) _____
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**You are required to keep the court advised of your current address and telephone number. The clerk can provide you with a Notice of Change of Address form.**

\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

\_\_\_\_\_  
Address

**Maricopa County Justice Courts, State of Arizona**

\_\_\_\_\_  
CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff(s) Name / Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s) Name / Address

**EVIDENCE OF SERVICE BY REGISTERED OR CERTIFIED MAIL – SMALL CLAIMS DIVISION**

A copy of the summons and complaint in this action was served by registered or certified mail on the defendant who has signed the return receipt. The defendant's signature is evidence of service.

The date of service is:

☐

\_\_\_\_\_ the date of delivery to, and signature of, the defendant, as shown.

Or,

☐

\_\_\_\_\_ the date the return receipt is filed with the court (*because the date of delivery is not entered, or the date entered is illegible*).

Attached is the Return Receipt (green card):

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

PLACE  
  
GREEN CARD  
  
HERE